

PLAN DU SEMINAIRE

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Ambassade des Etats-Unis, Brazzaville

PLAN DU SEMINAIRE

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Ambassade des Etats-Unis, Brazzaville

I. INTRODUCTION

L'ambassade des Etats-Unis octroie des fonds à deux catégories d' ONG:

1. Le Fond Spécial d 'Auto–Assistance de l'Ambassadeur

- Un programme qui finance des petits projets de développement à caractère social et économique durables pour la communauté. Les projets retenus sont ceux qui créent ou qui concourent à la mise en place des activités génératrices des revenus.



Le fond d 'Auto-Assistance de l'Ambassadeur

Le fond d'Auto-Assistance de l'Ambassadeur est destiné aux ONG et Associations officiellement reconnues par l'Etat qui:

- Œuvrent dans le cadre de l'amélioration des conditions socio-économiques des populations de base;
- Appuient la mise en œuvre des activités auxquelles bénéficie la plus grande frange de la population;
- Encouragent la population à s'impliquer dans les activités (tant financièrement et matériellement que sur le plan de l'expertise)

N.B. Une contribution de 25% (en espèces ou en nature) sur le coût global du projet est exigée à l'organisation .

Par exemple:

Le cout total du projet = **100 000 FCFA**

La contribution de l'organisation = $100\ 000\ \text{FCFA} \times 25/100 =$ **25 000 FCFA**

La contribution de l'Ambassade = $100\ 000\ \text{FCFA} - 25\ 000\ \text{FCFA} =$ **75 000 FCFA**



Ambassade des Etats-Unis, Brazzaville

Le fond d'Auto-Assistance

Pendant l'année fiscale 2014- 2015 huit(8) ONG de la République du Congo ont bénéficié des subventions allant de \$4,540 à \$ 8,840, soit un total de cinquante quatre mille dollars américains :

Bénéficiaires de 2014-15		Location de projet	Combien de personnes aidé	
			Directement	Indirectement
1.	Club des Femmes Artistes Peintres et sculpteurs: Formation des jeunes en peinture	Brazzaville	50	-
2.	Club Jeunesse Infrastructure et Développement: Création d'un Centre de formation en pâtisserie	Brazzaville	52	21
3.	Coopérative Terre fertile: Culture de banane	Divénié	10	49
4.	Femmes Solidaires pour le Développement: Amélioration du Système d'Irrigation	Kinkala, Pool	15	14
5.	Coopérative Agropastorale: Augmentation de la production piscicole	Ntoula, Pool	25	
6.	Coopérative Groupe Lousakou:production et vente du fruit de la passion	Loumo, Pool	12	
7.	Groupement Agropastoral et piscicole AKOPAS: Confection de 10 étangs d'un production de Poisson	Makoua, Cuvette	83	



Ambassade des Etats-Unis, Brazzaville

Le fond d'Auto-Assistance

Bénéficiaires de 2014-15	Location de projet	Combien de personnes aidé	
		Directement	Indirectement
Centre d'Echanges et de Ressources pour la promotion des actions communautaires: Création et Accompagnement des femmes transformatrices du manioc	Tchiambandzassi, Kouilou	50	



Ambassade des Etats-Unis, Brazzaville



A QUI NE SONT PAS DESTINES CES FONDS?

Ces fonds ne sont pas destinés:

- Aux projets qui sont en étroite relation avec la religion, la police, les activités gouvernementales ou militaires;
- Au financement des activités comme les salaires, les fonds de roulement, les fonds de démarrage pour les entreprises privées nouvelles;
- Au financement des ateliers de formation ou voyage qui dépassent 10% du budget total;
- Ces fonds ne doivent être utilisés que pour les marchandises et les services pour lesquels les factures peuvent être établies dont le résultat final se traduit par la présentation d'un produit fini tangible;
- Aux projets individuels et aux projets ne bénéficiant qu'à un nombre insignifiant de personnes;
- A l'achat des véhicules, des équipements de luxe, des équipements électroniques;
- A l'achat des pesticides, des herbicides, des animaux;
- Au paiement de la main d'œuvre non spécialisée;
- Aux projets qui dépassent une année d'exécution.
- Aux projets relatifs à la construction



Ambassade des Etats-Unis, Brazzaville

III. COMMENT POSTULER

1. Aller à grants.gov:

The screenshot shows the grants.gov website interface. At the top, there is a navigation bar with links for HELP, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. A search bar is present with the text "Grant Opportunities" and a "GO" button. Below the navigation bar, there are several tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area features a large banner for "Uniform Guidance on Grants" with a video player. Below this is a section for "Find Open Grant Opportunities" with filters for "NEWEST OPPORTUNITIES", "BROWSE CATEGORIES", "BROWSE AGENCIES", and "BROWSE ELIGIBILITIES". A table lists various funding opportunities with columns for Funding Opportunity Number, Opportunity Title, and Agency. To the right, there are several informational sections: "Grants.gov Updates" (including a calendar and maintenance notice), "Grants.gov Notices", "Grants.gov Releases", "Grants.gov Blog", "DATA Act Section 5 Pilot Program Presentation", "Financial Assistance", and "Suspect Fraudulent Activity?". At the bottom, there are three main sections: "Grants Learning Center", "Applicants", and "Grantors", each with a brief description and a list of links.

Home | GRANTS.GOV

www.grants.gov/web/grants/home.html

HELP | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

Uniform Guidance on Grants

Learn about the latest grants guidance in OMB's Uniform Guidance for Federal Awards and access COFAR's training webcasts about the changes.

[OMB Uniform Guidance »](#)

Find Open Grant Opportunities

NEWEST OPPORTUNITIES BROWSE CATEGORIES BROWSE AGENCIES BROWSE ELIGIBILITIES View More »

Funding Opportunity Number	Opportunity Title	Agency
SMART-2016-8956	SMART FY 16 Sex Offender Management Fellowship Program	Department of Justice
USFS-16-FA-0070	Refinement of Complex Sound Technologies to Deter	Geological Survey
CDC-RFA-PS14-140903CONT16	Assisting Directly Funded AIDS Directors in Urban Jurisdictions and Other HIV Prevention Partners in Meeting the Changes in the Public Healthcare Systems and HIV Prevention Landscape	Centers for Disease Control and Prevention
PAS-OSAKA-FY2016-001	2016 A-OK Student English Speech Contest	Department of State
CDC-RFA-DP14-142103CONTPPHF16	PPHF2016: Diabetes Prevention – A Comprehensive Approach to Good Health and Wellness in Indian Country – Financed solely by 2016 Prevention and Public Health Funds	Centers for Disease Control - NCCDFPH
CDC-RFA-DP13-131604CONTPPHF16	PPHF 2016: Office of Smoking and Health – Consortium for Tobacco Use Cessation Technical Assistance – Financed solely by 2016 Prevention and Public Health Funds	Centers for Disease Control - NCCDFPH
CDC-RFA-DP14-140903CONT16	PPHF 2016: Diabetes Prevention – A Comprehensive Approach to Good Health and Wellness in Indian Country – Financed solely by 2016 Prevention and Public Health Funds	Centers for Disease Control - NCCDFPH

Grants.gov Updates

Grants.gov Calendar
Check out our calendar to get the latest updates about our upcoming releases, maintenance, and outages.

Grants.gov Scheduled Maintenance:
March 19-21, 2016

Grants.gov Notices
For more information on upcoming changes with user impacts, please visit the Grants.gov notices page for the latest information.

Grants.gov Releases
For information about recent changes and enhancements to Grants.gov, review the latest release notes.

Grants.gov Blog
Visit the Grants.gov Blog to get up-to-date status of upcoming maintenance and outages.

DATA Act Section 5 Pilot Program Presentation
The Department of Health and Human Services (DHHS) recently organized a webinar about the DATA Act Section 5 Pilot Program.

Financial Assistance
Grants.gov does not provide personal financial assistance. Please visit our Grant Programs to learn where you may find personal financial assistance.

Suspect Fraudulent Activity?
The United States Government does not require payment, of any kind, to receive federal grants. Learn more about suspected fraudulent activity.

Grants Learning Center

Learn more about the federal grants lifecycle, policies on grants management, and profiles on grant-making agencies.

- Grants 101
- Grant Eligibility
- Grant Policies
- Grant Terminology

Applicants

Register with Grants.gov, search for federal grant opportunities, and begin the application process.

- Applicant Eligibility
- Individual Registration
- Search Grants
- Apply for Grants

Grantors

Manage your agency profile, run reports, and retrieve submitted applications.

- Grantor Registration
- Grantor Tools & Tips
- Grantor FAQs
- Grantor Help

Presentati... Microsoft... Home | G... Microsoft... RtkDash... SSH info ... Address Desktop 11:47 AM 3/9/2016

III. COMMENT POSTULER

2. Chercher le code et l'intitulé du financement: DOS-COG-SSH-F-ECON-FY16

The screenshot shows the Grants.gov search results page. The search criteria are set to 'Grant Opportunities' with the keyword 'DOS-COG-SSH-F-ECON-FY16'. The results are sorted by 'Posted Date (Descending)'. The first result is 'DOS-COG-SSH-F-ECON-FY16' with the title 'Ambassador's Special Self-Help Program' from the 'U.S. Mission to the Democratic Republic of Congo', posted on 03/07/2016 and closing on 05/07/2016.

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Funding Opportunity Number:

CFDA:

OPPORTUNITY STATUS:

Posted (2,265)

Closed (1,862)

Archived (31,771)

FUNDING INSTRUMENT TYPE:

All Funding Instruments

Cooperative Agreement (770)

Grant (1,589)

Other (58)

Procurement Contract (51)

ELIGIBILITY:

All Eligibilities

City or township governments (927)

County governments (943)

For profit organizations other than small businesses (896)

CATEGORY:

All Categories

Agriculture (39)

Arts (see 'Cultural Affairs' in CFDA) (14)

Business and Commerce (13)

Community Development (28)

AGENCY:

All Agencies

All Agency for International Development (72)

All Department of Agriculture (33)

All Department of Commerce (27)

All Department of Defense (83)

SEARCH RESULTS:

51 - 75 OF 2265 MATCHING RESULTS:

Funding Opportunity Number	Opportunity Title	Agency	Posted Date	Close Date
DOS-COG-SSH-F-ECON-FY16	Ambassador's Special Self-Help Program	U.S. Mission to the Democratic Republic of Congo	03/07/2016	05/07/2016
DE-FOA-0001445	Development of Technologies for Sensing, Analyzing, and Utilizing Novel Subsurface Signals in Support of the Subsurface Technology and Engineering (SubTER) Crosscut Initiative	National Energy Technology Laboratory	03/07/2016	05/05/2016
RFA-521-16-000006	Health AKSYON Activity	Haiti USAID-Port Au Prince	03/07/2016	04/01/2016
BJA-2016-9113	Violence Reduction Network: National Training and Technical Assistance Program	Bureau of Justice Assistance	03/07/2016	05/05/2016
USDA-NRCS-NHQ-CIG-16-01	Conservation Innovation Grants	Natural Resources Conservation Service	03/07/2016	05/10/2016
USDA-NIFA-WAMS-005736	Women and Minorities in Science, Technology, Engineering, and Mathematics Fields Program (WAMS)	National Institute of Food and Agriculture	03/07/2016	04/07/2016
F16AS00123	2016 State Interstate Aquatic Nuisance Species Management Plan Program	Fish and Wildlife Service	03/07/2016	05/08/2016
DS-DSATA-16-001	Senior Police Management Seminar	Diplomatic Security	03/07/2016	04/07/2016
MBDA-OB-2016-2004801	MBDA Business Center Program	Department of Commerce	03/07/2016	05/07/2016
CDC-RFA-EH14-140303CONT16	Maintenance and Enhancement of the Environmental Public Health Tracking Network	Centers for Disease Control - NCEH	03/06/2016	04/22/2016
CDC-RFA-EH14-140503CONT16	Implementation of the Environmental Public Health Tracking Network	Centers for Disease Control - NCEH	03/06/2016	04/22/2016
CDC-RFA-EH15-150102CONT16	National Association for Public Health Statistics and Information Systems (NAPH SIS)	Centers for Disease Control - NCEH	03/06/2016	04/15/2016
CDC-RFA-EH15-150202CONT16	National Association of Health Data Organizations (NAHDO)	Centers for Disease Control - NCEH	03/06/2016	04/15/2016
CDC-RFA-IP15-150302CONT16	IMPROVING ADULT IMMUNIZATION RATES THROUGH PARTNERSHIPS WITH PROVIDERS AND NATIONAL ORGANIZATIONS	Centers for Disease Control - NCIRD	03/06/2016	05/30/2016
CDC-RFA-EH15-150302CONT16	Promoting Access to Guidelines-Based Care for People with Asthma	Centers for Disease Control - NCEH	03/06/2016	04/15/2016
R16-NOI-DO-010	Notice of Intent to Award	Bureau of Reclamation	03/05/2016	03/19/2016
DE-FOA-0001556	Research and Development for Next Generation Nuclear Physics Accelerator Facilities	Office of Science	03/04/2016	05/02/2016
RFA-654-16-000003	Assistance to Communities Displaced by Benguela Province Floods	South Africa USAID-	03/04/2016	04/04/2016

III. COMMENT POSTULER

3. Cliquer sur le code et l'intitulé du financement DOS-COG-SSHF-ECON-FY16

The screenshot shows the Grants.gov website interface. The browser address bar displays the URL: www.grants.gov/view-opportunity.html?oppId=282099. The Grants.gov logo is at the top left, with the tagline "FIND. APPLY. SUCCEED." Below it is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. A search bar is located at the top right with the text "SEARCH: Grant Opportunities" and a "GO" button.

The main content area is titled "VIEW GRANT OPPORTUNITY" and features the following information:

- Document Type:** Grants Notice
- Posted Date:** Mar 10, 2016
- Funding Opportunity Number:** DOS-COG-SSHF-ECON-FY16
- Last Updated Date:** Mar 10, 2016
- Funding Opportunity Title:** Ambassador's Special Self-Help Program
- Original Closing Date for Applications:** Apr 09, 2016
- Opportunity Category:** Other
- Current Closing Date for Applications:** Apr 09, 2016
- Opportunity Category Explanation:** To improve the basic economic and social conditions of the village or community
- Archive Date:** May 09, 2016
- Funding Instrument Type:** Grant
- Estimated Total Program Funding:** \$75,000
- Category of Funding Activity:** Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)
- Award Ceiling:** \$10,000
- Category Explanation:** To improve the basic economic and social conditions of the village or community
- Award Floor:** \$3,000
- Expected Number of Awards:** 10
- CFDA Number(s):** 19.700 -- General Department of State Assistance
- Cost Sharing or Matching Requirement:** Yes

Below the general information, there is an "Eligibility" section with the text: "Eligible Applicants: Others (see text field entitled 'Additional Information on Eligibility' for clarification)".

III. COMMENT POSTULER

4. Aller sur le System for Award Management (SAM) à : SAM.gov

The screenshot displays the SAM.gov website interface. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo is a login section with fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below the login section is a "Create an Account" link. A dark blue navigation menu contains the following items: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is divided into three columns:

- CREATE USER ACCOUNT:** Text explaining that CCR usernames won't work and a new SAM User Account is needed. Includes a "Create User Account" button.
- REGISTER/UPDATE ENTITY:** Text explaining that users must register or update their entity records. Includes a "Register/Update Entity" button and a "New!" alert for the SAM Status Tracker with a "Check Status" button.
- SEARCH RECORDS:** Text explaining that all entity records from CCR/FedReg and ORCA are now in SAM. Includes a "Search Records" button.

Below the main content area, there is a "WHAT IS SAM?" section with a "Need Help?" button. The text states that SAM is the Official U.S. Government system for consolidated capabilities of CCR/FedReg, ORCA, and EPLS, with no fee to register. Below this are three columns of links:

- NEWS AND ANNOUNCEMENTS:** Includes an "Update" about February 26, 2016 release notes and a "Password reset reminder" about security standards.
- USER GUIDES/HELPFUL HINTS:** Links to the full SAM User Guide, Quick Start Guides, Helpful Hints, and Webinars, and a "SAM Status Tracker" link.
- ATTENTION EXTRACT AND WEB SERVICE USERS:** Information about legacy-formatted extracts and web services, including a link to the openIAE GitHub site and the RESTful API.

The footer contains the text "SAM | System for Award Management 1.0", "IBM v1.P.46.20160226-1435 WWW9", and logos for FAPIIS, GSA, and USA.gov.

III. COMMENT POSTULER

5. Cliquer sur create an individual account

Search Grants | GRANTS.G x Create An Account | System x

https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0IEAAAAAQApdmlldzo0ODg3NDI2My0wM2JhLTQ4NWMT0GE3Ny01N2U3MTRIMjA

View assistance for Create an Account - Choose Account Type

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD **LOG IN**
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create an Account

Choose Account Type

Individual Account Details

Create an Individual User Account if you need to:

- Perform tasks such as register or update your entity (legacy CCR/ FedReg and ORCA functionality)
- Create and manage exclusion records (legacy EPLS functionality)
- View For Official Use Only (FOUO) level data for entity registration records
- Save search criteria to run at a later time
- Request non-public data access as a Federal government user

System Account Details

Create a System User Account if you need to:

- Request non-public data access for a Federal government system
- Automate a system pull of non-public data
- Perform data transfer from SAM to your Federal government system

SAM | System for Award Management 1.0 IBM v1.P.46.20160226-1435 WWW9

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

FAPIIS Integrated Award Environment GSA USA.gov

III. COMMENT POSTULER

6. Remplir le formulaire

Search Grants | GRANTS.G | Create Account: Individual

https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0EAAAAAQApdmlldzoyMjQwMmU1Yi05ZjcxLTQ4MGQtODdiYS0zNDhjYWJmOTQzN

View assistance for Create Individual Account - User Information

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: **LOG IN**
Forgot Username? Forgot Password?

Create an Account

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create Account: Individual

- User Information
- Summary

Create Individual Account

User Information

Page Description
Create your individual user account in SAM by entering the following information. You will review this information on the next page before you submit your user account creation request.

Mandatory fields are marked with an asterisk or star symbol. You must complete all mandatory fields before continuing to the next page.

First Name: *

Last Name: *

Email Address: *

Confirm Email Address: *

Phone: *

Primary Communication: Phone Email

Additional Comments:

Country: *

Username must be at least six characters in length.
Warning: Once created, username cannot be changed in SAM.

Username: *

Password must be between 8 and 15 characters in length and contain at least one number, one letter, and one special character.

Password: *

Security Answer 3
Provide an answer to the third security question.

Internet... Windo... Micros... Create A... Micros... Passwor... SSH inf... Desktop 9:38 AM 3/10/2016

III. COMMENT POSTULER

7. Obtenir le numéro d'identification unique: le DUNS number, en allant à <http://fedgov.dnb.com/webform/searchAction.do>

The screenshot shows a web browser window displaying the D&B DUNS Numbers search page. The browser's address bar shows the URL <http://fedgov.dnb.com/webform/searchAction.do>. The page features a yellow header with the D&B logo and the slogan "Decide with Confidence". On the right side of the header, it says "D&B DUNS Numbers™ for US Government Contractors & Grantees". Below the header, there is a navigation bar with "Company Lookup >" and "Search >". The main content area is titled "Search" and contains the following text:

Please select the country or territory where your company is physically located, then click continue.

Please DO NOT enter any periods or special characters anywhere in the form, including a + or () in the phone number. Invalid characters include > < () # % { } + ;

For questions regarding the countries listed please contact Dun & Bradstreet at SAMHelp@dnb.com

Below this text is a dropdown menu labeled "Select a country or territory ..." and a "Continue" button.

On the left side of the page, there is a dark blue sidebar with the following links:

- D&B D-U-N-S Request Home Page
- About the D&B D-U-N-S Number
- Frequently Asked Questions (FAQ)
- D&B, SAM, Grants Contacts
- D&B's Privacy and Data Policy
- Accessibility

The bottom of the screenshot shows the Windows taskbar with various application icons and the system tray displaying the time as 10:02 AM on 3/10/2016.

III. COMMENT POSTULER

8. Recevoir le message de confirmation:

The screenshot shows a Microsoft Outlook window titled "New DUNS Request - Tracking ID : 1965666 - Message (HTML)". The email is from "govt@dnb.com" to "Brazzaville, APC". The subject is "New DUNS Request - Tracking ID : 1965666".

The email content is as follows:

THIS IS AN AUTOMATED MESSAGE GENERATED BY THE D&B D-U-N-S REQUEST PORTAL.

Thank you for using the D&B Web Form process. D&B's global policy is to provide D-U-N-S numbers to any existing or prospective US Government contractor or grantee within one business day at no charge. If your request was submitted near a holiday or weekend, it will be addressed the next business day.

The D-U-N-S Number will be sent to the e-mail address you provided on the web form. If email delivery failed, please contact D&B at SAMhelp@dnb.com for assistance.

If you have questions about this policy or your request, please contact D&B in the U.S. at 703-807-5733 or email SAMhelp@dnb.com.

Contact Information

First Name	Congo
Last Name	Brazza SSH
Telephone	06-612-2000
Email	congogrants@state.gov
Title	CEO

Tracking ID 1965666

Company Information

Legal Name	Brazza SSH
Legal Structure	Non-profit
Tradestyle Name 1	
Tradestyle Name 2	
Tradestyle Name 3	

The Outlook interface also shows a calendar on the right for March 2016, with a meeting scheduled for 8:30 AM - 9:00 AM on Monday, March 7th. The taskbar at the bottom shows several open applications, including Internet Explorer, Windows Explorer, and Microsoft Word.

IV. Recevoir le numéro d'identification unique :

9. Recevoir le numéro d'identification unique: le DUNS number

THIS IS AN AUTOMATED MESSAGE GENERATED BY THE D&B D-U-N-S REQUEST PORTAL.

D&B has fulfilled your D-U-N-S number request. Your SAM registration can begin in 24 hours by going to <http://redirect.state.sbu/?url=http://sam.gov>.

For questions about the SAM registration process, please contact the FSD help desk at 334-206-7828 or visit <http://redirect.state.sbu/?url=www.fsd.gov> for more information.

For questions about your D-U-N-S Number, please contact D&B in the U.S. at 703-807-5733 or email SAMhelp@dnb.com.

Your D-U-N-S Number is **561206468**

for

Brazza SSH

Denis Sassou N

Brazzaville, Brazzaville, None

CONGO (REPUBLIC OF)



Ambassade des Etats-Unis, Brazzaville

V. Obtenir le formulaire

1. Obtenir le formulaire et la fiche de renseignement sur les fonds disponibles à l'ambassade des Etats Unis sur: <http://brazzaville.usembassy.gov> ou à la réception de l'ambassade des Etats Unis, Avenue Maya-Maya (en face de l'hôpital Blanche-Gomez).
2. Remplissez le formulaire.
3. Soumettre le projet à la réception de l'ambassade des Etats Unis de à l'attention du Coordinateur des Projets de l'Ambassade des Etats Unis au Congo **du 10 mars 2016 au 09 mai 2016**, dans une enveloppe sous pli fermé ou électroniquement à l'adresse email suivante: Congogrants@state.gov.

Notez –

- Les projets rédigés en langue anglaise sont fortement encouragés.
- Après le date limite les demandes ne seront plus acceptées.
- Les fonds ne seront pas disponibles avant Janvier 2017.



VI. CONDITIONS REQUISES:

- L'ONG /Association devra clairement indiquer ses Coordonnées à savoir:
 - **une adresse physique** (rue, numéro de la rue, quartier si possible quelques références qui serviront de repères pour les zones éloignées);
 - **nom de banque et numéro du compte bancaire**
 - **numéro de téléphone** de la personne à contacter en cas de nécessité et l'adresse email si possible.
- Les projets doivent être accompagnés d'un budget détaillé.
- L'ONG devra contribuer à hauteur de 25% sur le coût total du projet.
- L'Association devra présenter un projet dont le budget ne dépassera pas le seuil des fonds disponibles.
- L'Association devra présenter les copies des documents qui justifient l'enregistrement de l'Association/ONG au Ministère de l'Intérieur.



V. Processus de sélection

1. Le coordinateur du comite de sélection fait une révision préliminaire;
2. Il présent les finalistes pré sélectionnés au comite de sélection pour une révision finale;
3. Le coordinateur travaille avec les bénéficières potentiels pour finaliser les activités, le budget, et effectue les visites sur les sites des projets.

N.B. Les étapes susmentionnées ne garantissent pas le financement.



Horaire de sélection 2016

Période de soumission: March 10, 2016

Période de sélection: June 9, 2016

Période d'attribution: August 1, 2016



VIII. Comment pouvez-vous augmenter les chances d'être sélectionné?

L'ambassade accorde la priorité des fonds pour des projets qui présentent les qualités ci-dessus :

- La communauté exprime un véritable besoin à travers le projet.
- Le projet est bien organisé et communique avec concision.
- La rubrique est bien justifiée.
- Les ateliers et voyages constituent moins de 10% du budget total apporté de l'ambassade.
- Plus de 25% du budget total est apporté d'organisme.
- Les demandes ne seront plus acceptées après la date limite prévue.
- Le formulaire doit être complètement rempli, et ce, de façon précise.
- Il n'y a pas d'erreurs de calcul dans la rubrique.



IX. Déroulement:

Si votre projet est retenu, voici les étapes du processus:

1. La disponibilité des Fonds pour l'année fiscale pour chaque projet est confirmée.
2. Les bénéficiaires sont officiellement informés par une lettre qu'ils sont sélectionnés.
3. Chaque bénéficiaires est invité à la cérémonie pour signer le contrat du projets avec l'Ambassadeur des Etats-Unis d'Amérique au Congo.
4. Les bénéficiaires travaillent avec le coordinateur de projets pour fournir un budget pour la 1^{ere} et la 2^{eme} tranches pour les fonds.
5. Les bénéficiaires fournissent les factures pro forma pour toutes les dépenses prévues pour leur 1^{ere} tranche.
6. Après avoir effectué les dépenses, les bénéficiaires devront soumettre un rapport sur le déroulement du projet et fournir les factures pour toutes les dépenses effectuées.
7. Les bénéficiaires devront ensuite soumettre les factures pro forma pour la 2^{eme} tranche.
8. Les bénéficiaires fournissent un rapport final et les factures pour la 2^{eme} tranche.
9. Le compte est fermé et l'organisation est libre de postuler pour l'année prochaine des fonds.



X. Déroulement:

Conseils aux ONG dont les projets sont retenus -

- N'utilisez pas ces fonds pour des activités qui ne sont pas autorisées. Sinon vous les rembourserez.
- Gardez tous les documents comptables relatifs aux dépenses du projet pour votre rapport mi-cycle et votre rapport final.
- Une fois que vous avez achevé votre projet avec succès, vous pouvez encore postuler aux fonds d'Auto-Assistance l'année suivante.

*Si vous n'avez pas achevé votre projet, vous devez dire pourquoi votre projet n'est pas arrivé à son terme. Si les raisons ne sont pas valables, vous serez traduit en justice.



Pour toutes questions pendant que votre projet est en cours, contacter le Coordinateur de projets Mr. Landry Koufoundila.

Renseignement

Adresse physique:
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Brazzaville, Republique du Congo
Email: congogrants@state.gov
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Les heures d'ouverture: lundi a jeudi 7:30 - 17:00 est vendredi 7:30 - 12:30

Merci



Ambassade des Etats-Unis, Brazzaville